



## PARKS RULES & REGULATIONS POLICY MANUAL

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**Revision Date 5/16/19**

# Parks Rules & Regulations Policy

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**SUBJECT:** Parks Rules & Regulations Policy

**ISSUED:** 02/2019

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**I. Definitions**

For the purpose of interpreting these regulations the following definitions shall apply:

**Park, Beach or Athletic Field and/or Facility:** shall refer to any property or facilities owned, leased, and maintained by the City of Hampton. This is to include all school grounds maintained by the Hampton Parks, Recreation and Leisure Services Department.

**Express Permission:** shall refer to a special allowance granted by the Director or a designee on a case by case basis to conduct a specific behavior or activity in exception to these regulations.

**C.C. Sec. = City Code Section**

**§§ = State Code of Virginia**

**II. General Provisions**

Hampton Parks, Recreation and Leisure Services Department is a standard of pride for the City Council and City management because of the excellent service provided to citizens. Our employees are the most knowledgeable and innovative work force in Hampton Roads and stand with equal distinction along with the best of our sister cities in this region. The staff is empowered with clear and consistent policies that enable making the right decisions in every circumstance. We are well equipped and maintain the best facilities affordable. Our leadership, managers, and supervisors are skilled and go to extraordinary lengths to develop those in their charge to perform the tasks expected of a prized workforce.

The City of Hampton has been charged with the operation and maintenance of parks. If any of these regulations or the application thereof to any person or circumstances is held invalid, the remainder of the regulations and the application of such provision to other persons or circumstances shall remain in full force and effect.

**Failure to abide by these regulations may result in violators being prohibited from future use of park property, facilities, or services, and/or in lawful actions.**



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**SECTION 1-HOURS OF OPERATION**

- A. Opening and Closing- No person shall enter a park before sunrise or remain in a park after sunset unless the person is in a specially posted park, attending a special event permitted by the Park, or is a bonafide camper who has a completed camping application or has the express written permission of the Park to be in a park before opening or after closing. If a patron is in a park outside of operating hours in accordance with exceptions above, the patron must leave the park by the closing time posted for the facility, park or event or as specified in the permit.
- B. Visiting with Campers- Persons visiting with campers and renters are NOT exempt from a park's hours of operation as set forth above.
- C. Exception: The above provisions shall not apply to Briarfield Park, which shall be a primarily active athletic facility. Approved tournaments and organized athletic events as scheduled and staffed by the Parks, Recreation & Leisure Services Department or permitted groups, and which are permitted within the appropriate areas of the park, shall cease at 11:00 p.m. and the park shall be cleared of all persons and properly secured by 11:30 p.m. No special exceptions to this closure time shall be permitted.

C.C. Sec.24-33, C.C. 26-22, §§ 18.2-119

**SECTION 2-SHELTERS & CAMPING**

**SHELTERS**

- A. All equipment will only be placed in the allowed area that is assigned to the picnic shelter rented.
- B. Any equipment left unoccupied will be removed and disposed of at the discretion of the Parks staff.
- C. Picnickers will be responsible to pay for any and all damages that occur to the shelter during their rental time.
- D. All refuse and garbage is to be placed in the trash receptacles provided throughout the park, all extra garbage shall be placed in bags and placed next to the receptacles.
- E. The picnic area used shall be cleaned up and restored to its prior condition, including tables and benches.
- F. No burning of trash is permitted.
- G. No deep fryers and no cooking with oil is allowed in parks.
- H. Absolutely no confetti, rice, balloons, streamers, sky lanterns, luminaries or any item that may cause a hazard or environmental concern may be used or released at any beach or park.
- I. Picnic tables are not to be removed from under picnic shelter.
- J. Subletting is not permissible and it invalidates any user permit and/or agreement.
- K. There is to be no selling of any goods on park property without express written permission from the Director or a designee.

C.C. Sec. 26-26

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**CAMPING**

- A. No pets allowed in yurts or on yurt platforms.
- B. Quiet must be observed between 10 PM and 7 AM.
- C. All campers will occupy and place equipment only on the assigned campsite.
- D. Any tent or other equipment left unoccupied for more than 36 hours may be disposed of.
- E. Campers will be responsible to pay for any and all damages that occur during your stay.
- F. You must be at least 18 years of age to reserve a campsite. One adult per 5 minors must remain at the camp site at all times for group ages less than 18 years old.
- G. Campers must have a permanent home address.
- H. Campers are allowed to camp in the park 14 days total per year, with a maximum of 7 days total per month. When 14 days have been used, campers will not be allowed to camp again for a year from last date of stay without express written permission of the director or a designee.
- I. Check-in time is at 12 PM. Check-out time is at 12 PM.
- J. Parking passes must be displayed where Park Rangers can visibly see through front window.
- K. Lanterns or lights operated by fuel are not permitted inside of tents/yurts. Smoking inside of tents/yurts is not permitted.
- L. A list of all campers on site must be provided.
- M. No person shall set up an overnight camping site except in areas posted and designated as camping areas without express written permission from the Director or a designee.
- N. Campers shall register and pay appropriate fees.
- O. No person shall dispose of sewage or gray water except in designated areas.
- P. Tent camping is not allowed at Gosnolds Hope Park without express written permission from the Director or a designee.

C.C. Sec 26-24.5

**SECTION 3-FISHING**

- A. Fishing is allowed unless otherwise posted.
- B. Persons fishing shall comply with all local and state laws and special conditions established by the park.
- C. Fishing will not be permitted at Buckroe or Outlook (Fort Monroe) Beach.
- D. For more information on Virginia State fishing regulations please visit, [www.vdif.virginia.gov](http://www.vdif.virginia.gov) and [www.mrc.state.va.us](http://www.mrc.state.va.us).

C.C. Sec. 26-35, §§ 28.2-225, §§ 29.1-335



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**SECTION 4-WILDLIFE AND GREEN SPACE PROTECTION**

- A. No person or his or her pet shall harass, capture, remove, injure or kill any animal or its young or eggs, or disturb the nest, den, burrow, lodge, roost, dam, or other any structure of any animal, or attempt to do so.
- B. Feeding of wildlife is prohibited, including water fowl.
- C. No person shall remove from a park any plant or fungus from any park without express written permission from the Director or designee.
- D. No person shall abandon, release or cause to be released any animal or other organism without express written permission from the Director or designee.
- E. No person shall plant any plant or release or cause to be released any plant or fungus seeds or spores unless approved by park staff.
- F. No person shall disturb or modify woodlands, streams, stream banks, ponds, lakes, wetlands, creeks, tributaries or other natural areas.
- G. No person shall remove or use any wood, wood chips, sod, earth, humus, rocks, minerals, fossils, sand, water or any other natural material.
- H. No person shall enter into the dunes and individuals must stay out of posted bird nesting areas. Entering into designated posted bird nesting areas is a violation of law.
- I. If you are working with a local university or college and conducting any type of sampling or collections you must first obtain a Specimen Collection Permit from the Chief Park Ranger or his/her designee.
- J. Any agency working with the City of Hampton to remove nuisance wildlife must have an approved agreement between that agency & the City of Hampton before any removal is conducted.
- K. No person shall drive any motor vehicle, with the exception of emergency vehicles and other authorized vehicles, upon the grass footways or elsewhere in the public parks, public playgrounds, public beaches or public recreational areas of the city other than upon the roads or parking areas of such public parks, public playgrounds, public beaches or public recreational areas of the city; provided, that the Director of Parks, Recreation and Leisure Services may permit the temporary use of such areas for parking of vehicles for the transportation of goods or materials for use on the premises.

C.C. Sec. 5-110, C.C. Sec. 5-111, C.C. Sec. 5-112, C.C. Sec. 26-32  
C.C. Sec. 26-33, §§ 29.1-521, §§ 18.2-140

**SECTION 5-FIRES**

- A. No person shall start or use a fire within a park except in facilities provided or approved for this purpose.
- B. Fires shall be attended at all times and fully extinguished before the site is left unattended.
- C. No person shall violate any provision of fire bans that the park may institute from time to time in order to protect the park resources or public.

C.C. Sec. 14-11, C.C. Sec. 14-12, C.C. Sec. 14-13, §§ 10.1-1142 D, §§ 10.1-1142 B

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**SECTION 6-MOTOR VEHICLES AND TRAFFIC**

- A. Where no speed limit is posted, no person shall operate a motor vehicle within a park at a speed greater than 15 miles per hour.
- B. No person shall park a motor vehicle in areas of a park other than those designated as parking areas. Motor vehicles may not be parked overnight in a park without express written permission from the Director or designee. Motor vehicles left overnight in violation of this regulation may be ticketed and/or towed.
- C. No person shall drive any motor vehicle, with the exception of emergency vehicles and other authorized vehicles, upon the grass footways or elsewhere in the public parks, public playgrounds, public beaches or public recreational areas of the city other than upon the roads or parking areas of such public parks, public playgrounds, public beaches or public recreational areas of the city; provided, that the director of parks and recreation may permit the temporary use of such areas for parking of vehicles for the transportation of goods or materials for use on the premises. Motorized wheelchairs and other motorized assistive devices for mobility impaired persons are permitted in all areas where pedestrian access is permitted, unless otherwise posted.
- D. No person shall operate within a park a motorized vehicle not licensed for regular use upon public highways; except emergency and other authorized vehicles.
- E. No person shall operate within a park any vehicle machinery used for earth moving operations whether or not licensed for regular use upon public highways unless approved by staff.
- F. Motor assisted bicycles (mopeds) are permitted only in areas where motor vehicles are permitted.

C.C. Sec.26-33, §§ 46.2-864, §§ 46.2-852

**SECTION 7-BUSINESS ACTIVITIES, SOLICITATION AND ADVERTISING**

- A. No person shall sell or make an offer to sell goods or services or conduct business activities within a park without the express written permission from the Director or designee.
- B. No person shall solicit monetary or other valuable contributions from others in a park in violation of the Hampton City Code.
- C. No person shall advertise goods, services or events within a park without the express written permission from the Director or designee. For the purposes of this regulation, advertisements include, but are not limited to, the distribution or posting of handbills, flyers, coupons or public announcements or signs mounted on vehicles.
- D. No person shall have any special event as described by Parks, Recreation and Leisure Services and local ordinances without an approved special event permit prior to event.

C.C.Sec.24-50, C.C. Sec.21-188, C.C. Sec.26-26,C.C. Sec 26-32, C.C. Sec. 31-36



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**SECTION 8-AMPLIFIED SOUND**

Radios, tape players, compact disc players, loud speakers or other devices used for the amplification of sound, shall be operated in city parks, only to the extent allowed by the Hampton City Code.

C.C. Sec. 22-9.7, C.C. Sec. 22-10, C.C. Sec.26-28, C.C. Sec. 26-29

**SECTION 9- HUNTING AND TRAPPING**

No person shall hunt or trap wildlife in a park without written permission from the Director of Parks, Recreation and Leisure Services or designee. Local, state and federal laws will be followed.

C.C. Sec. 40-18, §§ 18.2-134, §§ 29.1-521, §§ 29.1-335

**SECTION 10- SWIMMING, BATHING, WADING, BOATING, BEACHES AND PIERS**

**Swimming, Bathing and Wading**

Swimming, bathing, and wading are prohibited in bodies of water, to include, but not limited to, streams, creeks, rivers, ponds or lakes, within or adjacent to a park. Except for designated swimming areas at beaches.

**Boating, Beaches and Piers**

- A. No person shall have a dog on a beach, or boardwalk whether leashed or not, between the dates of September 15-May 15; unless in a designated dog park. Dogs must be on a leash at all times.
- B. No person shall possess or consume alcoholic beverages while on any beach, pier or while boating in any park.
- C. No person shall fly or cause to be flown any kite while on any beach.
- D. No person shall use or possess any Styrofoam coolers while on any beach or pier or while boating.
- E. No person shall bring any grills or cooking implements to any beach, pier or while boating.
- F. No person shall pitch any tent or fully enclosed structure on any area at any beach.
- G. No canopy or umbrella shall be set up or erected in such a place that it will obstruct the view of the water from the lifeguard stand.
- H. No person shall ride a bicycle on any beach except for on bicycle pathway.
- I. Swimming without lifeguard on duty is at your own risk.
- J. No person shall go upon any pay-pier without first checking in with the ticket office/concession area.
- K. No person shall launch any personal watercraft including but not limited to, inflatables, canoes, kayaks, Jon Boats, Paddle Boats, or rafts in any park without written



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permission, except in areas designated for this types of activity. All such watercraft must be brought back to the launching area by sunset.

- L. No person shall walk or climb on any rock jetty or groin on any public beach.
- M. All trash or other solid waste brought in to a park or created by a visitor while in the park must be removed by that visitor by taking the trash out of the park or placing it in an appropriate trash receptacle.
- N. No person shall have a dog on a Factory Point whether leashed or not, between the dates of April 15-September 15.
- O. Absolutely no confetti, rice, balloons, streamers, sky lanterns, luminaries or any item that may cause a hazard or environmental concern may be used or released at any beach or park.

C.C. Sec 7-2, C.C. Sec 7-47, C.C. Sec. 14-12, C.C. Sec. 26-37, C.C. Sec. 7-31, C.C. Sec. 7-46, C.C. Sec. 7-49, C.C. Sec. 7-50, C.C. Sec.7-51, C.C. Sec 7-53, C.C. Sec. 24-13.1, §§ 4.1-308, §§ 33.1-346, §§ 15.2-1110

#### **SECTION 11-PROTECTION OF PARK PROPOERTY**

- A. No person shall erect or construct any structure of any kind, install or perform any maintenance on any utility, equipment or other device on, below, over or across any park, unless directed by the Director of Parks, Recreation and Leisure Services.
- B. No person shall in any way alter, damage, remove or deface any facilities, features, vegetation, manmade object or equipment in a park, nor erect or store personal property, plant vegetation or deposit debris or refuse in a park as an extension of a use on adjacent property without the express permission of the Director or his/her designee.
- C. No person shall make any excavation by tool, equipment, blasting or other means in a park.
- D. No person shall bicycle, skate or ride horses off established trails, walkways or roadways.
- E. No person shall create any new trails without permission of park staff. All park guests should hike only on designated trails.
- F. No person shall enter into the dunes and must stay out of posted bird nesting areas. Entering into designated posted off limit areas is a violation of law.
- G. No person shall walk or climb on any rock jetty or groin on any public beach.
- H. No person shall drive any motor vehicle, with the exception of emergency vehicles and other authorized vehicles, upon the grass footways or elsewhere in the public parks, public playgrounds, public beaches or public recreational areas of the city other than upon the roads or parking areas of such public parks, public playgrounds, public beaches or public recreational areas of the city; provided, that the director of parks and recreation may permit the temporary use of such areas for parking of vehicles for the transportation of goods or materials for use on the premises.

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C.C. Sec. 13-1.5, C.C. Sec. 24-31, C.C. Sec 26-32, C.C. Sec. 26-34, CC Sec. 26-35 §§  
15.2-1812.2, §§ 18.2-140

**SECTION 12-ALCOHOL, AMUSEMENTS, PLAYGROUNDS AND INFLATABLES**

- A. No person shall drink, possess or distribute any alcohol in any park, unless pursuant to a valid license issued by the Virginia Department of Alcoholic Beverage Control.
- B. No person over the age of 12 shall use any playground equipment.
- C. Any person wishing to hold an event or gathering outdoors with more than 50 people attending, or for events and gatherings with alcohol, amplified sound, inflatable or mechanical amusements, large tents, fireworks, or food/merchandise vendors, among others event characteristics, must follow the City's separate permitting requirements for outdoor special events (City-Scale and/or Neighborhood Scale process, see <https://hampton.gov/1611/Outdoor-Special-Events-Permits>). Applications must be received (up to) 90 days in advance of event date, and must be approved by the permitting committee with permit issued by the Hampton Police Department in advance. For events with alcohol, a letter of permission must also be obtained from the Director of Parks, Recreation & Leisure Services prior to obtaining a Virginia ABC Permit, and City insurance requirements must be met.
- D. No person shall leave his or her child unsupervised at any playground.
- E. No person shall smoke at any playground, except for in designated areas.
- F. No person shall use the equipment in such a manner that is dangerous.
- G. Any person engaged in a hazardous recreational activity at any skate or bike park must wear a helmet, elbow pads, knee pads, other appropriate safety equipment at all times.
- H. All users of any skate/bike park engaged in any activity whatsoever shall assume all risks associated with use of the park.
- I. No person shall erect or have erected any inflatable without a permit from the City of Hampton Community Development Department.
- J. All park officials have the right to have inflatable equipment taken down if it is being used in an unsafe manner or if storms with high winds or the threat of storms with high winds exist.
- K. No person shall leave their inflatable structure unattended in any park for any length of time. A trained operator for the equipment must be with the equipment any time that it is being used.
- L. All inflatable amusements must have a general liability insurance certificate naming the City of Hampton as additionally insured for 1 million and must comply with the Special Events Department of Parks, Recreation and Leisure Services special events permitting process.

C.C. Sec. 6-32

**SECTION 13-RESTROOMS AND BATH HOUSES**

- A. No person shall remain in the vicinity of a washroom, restroom or bathhouse in a park with the intent to harass, intimidate or solicit users of such facility.
- B. No person shall engage in inappropriate behavior in restrooms, washroom, or bathhouses. For the purpose of these regulations inappropriate behavior includes, but is



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not limited to, sexual activity, use of controlled substances, sleeping, loitering, washing clothes, bathing any part of the body other than hands or face in fountains or sinks-or any activity prohibited by law.

**SECTION 14-RESTRICTED AREAS**

No person shall enter any area in a park designated and posted as off limits.

C.C. Sec 5-111, C.C. Sec. 24-33, §§ 18.2-119

**SECTION 15-ATHLETIC FACILITIES & FIELDS**

- A. Use of an athletic field that results in a gathering of 50 or more participants and spectators, shall require the express written permission of the Director or his/her designee.
- B. Any person wishing to hold an event or gathering outdoors with more than 50 people attending must follow the City's separate permitting requirements for outdoor special events (City-Scale and/or Neighborhood Scale process, see <https://hampton.gov/1611/Outdoor-Special-Events-Permits>). Applications must be received (up to) 90 days in advance of event date, and must be approved by the permitting committee with permit issued by the Hampton Police Department in advance.

C.C. Sec, 26-26

**SECTION 16-DOMESTIC ANIMALS**

- A. No person shall have in his or her custody within a park any animal, that is not either caged, or on a leash and under the persons control; except that a dog may be under the direct supervision of its owner or their agent without a cage or leash in an area designated as an off-leash dog park.
- B. No person shall ride or lead a horse other than in an area designated by the park for horseback riding.
- C. Pony rides are allowed with written permission of Parks and Recreation. All pony ride operators must have insurance covering the specified use of the ponies and must clean up after their pony before leaving the park.
- D. No person shall feed any domestic animal other than an animal under his or her own care within a park; unless otherwise posted.
- E. Owner or caretaker shall remove all animal excrement from park.

C.C. Sec. 5-8.1, C.C. Sec. 5-38, C.C. Sec. 26-34



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**SECTION 17-PUBLIC GATHERING**

- A. No person shall organize or engage in a public gathering unless such gathering complies with the Hampton City Code.
- B. Any person wishing to hold an event or gathering outdoors with more than 50 people attending, or for events and gatherings with alcohol, amplified sound, inflatable or mechanical amusements, large tents, fireworks, or food/merchandise vendors, among others event characteristics, must follow the City's separate permitting requirements for outdoor special events (City-Scale and/or Neighborhood Scale process, see <https://hampton.gov/1611/Outdoor-Special-Events-Permits>). Applications must be received (up to) 90 days in advance of event date, and must be approved by the permitting committee with permit issued by the Hampton Police Department in advance.

**SECTION 18-METAL DETECTORS**

- C. No person shall use a metal detector or similar device within on City property without the express written permission of the Director or his/her designee.
- D. Before metal detecting at a public beach within the City of Hampton you must first complete the Metal Detecting Safety Course through Hampton Parks, Recreation and Leisure Services and comply with all safety regulations.
- E. Metal detectors are not permitted at Outlook Beach (Fort Monroe).

**SECTION 19-HISTORIC ARTIFACTS**

No person shall damage, disturb or remove any historic artifacts, historic features or other man-made objects on City property without the express written permission of Director or his/her designee. For the purposes of these regulations, "historic artifacts" are any material remains that give physical evidence to human occupation, habitation, use or activity; and historic features including, but are not limited to, walls, fence lines, cellars, fire pits, mill races, trenches, tent platforms, quarries or any other man-made arrangement of materials or the trace thereof.

C.C. Sec. 26-32

**SECTION 20-MAINTENANCE OF MOTOR VEHICLES**

No person shall repair a motor vehicle in a park. In no case shall anyone discharge or cause to be discharged hazardous substances, including but not limited to, fuel, antifreeze or motor oil, in a park.

**SECTION 21-SIGNS**

No person shall post signs in a park except at locations designated by and with express written permission of the Director or his designee.

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C.C. Sec. 26-32

**SECTION 22- REMOTE CONTROL DEVICES AND POWERED MODELS OR TOYS**

No person shall operate hobby rockets, remote controlled gliders or powered remote control or tethered planes, boats, cars, or other like devices in a park without the approval of the parks manager.

**SECTION 23-ICE SKATING**

No person shall go upon the ice of any body of water in a park for any reason.

**SECTION 24-DANGEROUS DEVICES**

- A. No person shall operate in a park any device or undertake any activity which will cause a projectile to be loosed or propelled which could injure a person or animal or damage property. Activities and devices restricted under the provision include, but are not limited to, the hitting of golf balls, and the operation of a bow and arrow, crossbow, taser, spear, slingshot, dart device or other device designed for high speed missile projection.
- B. No person shall possess or discharge pyrotechnics (fireworks/firecrackers) in any park.
- C. Any person wishing to hold an event or gathering outdoors with fireworks must follow the City's separate permitting requirements for outdoor special events (City-Scale and/or Neighborhood Scale process, see <https://hampton.gov/1611/Outdoor-Special-Events-Permits>). Applications must be received (up to) 90 days in advance of event date, and must be approved by the permitting committee with permit issued by the Hampton Police Department in advance. Requirements include applicable insurance and inspections.

C.C. Sec. 14-14

**SECTION 25-PROFESSIONAL FILMING**

All professional filming inquiries must go through the Hampton Convention Visitors Bureau for approval and proper paperwork. All requests should be filed 30 days prior to filming to allow time for review and approval. For the purposes of this section, professional filming means filming conducted for commercial purposes. Please contact Mary Fugere at [mary@hamptoncvb.com](mailto:mary@hamptoncvb.com) for assistance.

**SECTION 26-RENTALS**

All rentals of picnic shelters, conference rooms and or facilities are only taken the first day of business in January for the new calendar year.

**SECTION 27-CONCESSION, PEDDLER RESTRICTIONS**



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- A. All concession sales and peddlers must comply with all ordinances of the city, laws of the commonwealth and regulation within the Parks, Recreation and Leisure Services Rules and Regulations Policy.
- B. If the person conducting the sale or exchange is on City property they shall first have permission from the Parks, Recreation and Leisure Services Department. A peddlers' license must first be obtained through the Zoning Department of Community Development, and vendor must be licensed by the Commissioner of Revenue's Office unless operating under a Promoter's License during a permitted special event. No mobile concession unit that is conducting a sale or exchange may remain within any one block area for more than fifteen (15) minutes before moving to another block.
- C. No sale or exchange shall be made in any street or public right-of-way within twenty-five (25) feet of any intersection.
- D. The city reserves the right to award concession rights to certain parks within the city. The concession contracts shall be subject to the direction, supervision and control of the city manager or his designee. All concessionaires shall comply with all health and safety requirements.

C.C. Sec. 15-166, C.C. Sec.15-167, C.C. Sec.15-168, C.C. Sec.15-169, C.C. Sec. 15-170, C.C. Sec. 15-171, C.C. Sec. 15-172, C.C. Sec. 15-173, C.C. Sec. 15-173, C.C. Sec.26-30, C.C. Sec. 26-31, C.C. Sec. 26-31.1, Sec. 34-7

## **SECTION 28-GEOCACHING AND LETTERBOXING POLICIES**

**Geocaching**, also known as GPS Stash Hunting or GeoStash, involves "hiding" items, usually containers holding various "treasures" and then providing specific Global Positioning Satellite (GPS) coordinates for each "cache" on a website. Visitors to these websites can choose which "cache" they would like to locate using their own personal GPS. Cache searchers typically bring along their own "treasures" and make an exchange once the cache has been located.

**Letterboxing**, at its basic, is like a treasure hunt type game. Small boxes are hidden in various locations—usually outdoors, though many are planted indoors as well—and the creator of the box will release clues so others can go out and find them later. The box is expected to have a logbook that finders can log into and a unique stamp, usually hand carved, that the finder can stamp into their own personal logbook as a record of all the letterboxes they've found. Most letterboxers have a unique stamp to represent themselves, called a signature stamp, which they stamp into the logbooks found inside letterboxes.

### **I. CACHE / LETTERBOXING PERMITS:**

- A. Placement of a cache / letterbox on City of Hampton Parks, Recreation and Leisure Services property must be secured with a permit.
- B. The person applying for a permit must provide a valid address, telephone number, email address, and website address on which the cache / letterbox will be posted.
- C. The exact location of the cache / letterbox must be pre-approved by the City of



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Hampton Parks, Recreation and Leisure Services Director or his/her designee whose main concern will be public safety and the prevention of undesirable impacts to natural and cultural resources.

- D. The exact cache / letterbox location, including GPS coordinates, must be stated on the permit. A map with location indicated and picture of cache needs to be included. A marker where the cache will be located needs to be placed and removed once cache is placed.
- E. All permits are good for five years from the date the permit was issued. After that date, the cache / letterbox must be removed or a new permit must be issued. Permits may be renewed within ten days of expiration.

*NOTE: If during the effective period of a permit, a permit holder wants to change the location of the cache / letterbox, a new permit must be issued and the effective permit cancelled.*

- F. Upon expiration of a permit, the permit holder is responsible for removing the cache and for removing the cache / letterbox location from all the websites and any information source.
- G. If the permit holder fails to remove the cache / letterbox, it will be removed by the park staff and held for (10) days, after which staff will dispose of the cache / letterbox and all of its contents. Confiscation and disposal by park staff will be recorded on the permit.
- H. Sandy Bottom Nature Park and Grandview Wildlife Preserve will only be issued (10) caches and (2) letterbox permits for each facility. All other parks in the City of Hampton will be allowed caches / letterboxes as long as they are at least 20 miles apart from each other. If a permit is not held by the Hampton Parks, Recreation and Leisure Services staff, the cache / letterbox will be removed from the property. The park staff will notify the cache hider and hold the cache for (10) days for individual to pick up, after which staff will dispose of the cache / letterbox and all of its contents. Confiscation and disposal by park staff will be recorded on the permit.

## **II. CACHE / LETTERBOX CONTAINERS AND CONTENTS**

- A. Cache / letterbox containers must be non-breakable and have some form of latch or other closing mechanism to prohibit content exposure to wildlife.
- B. Cache / letterbox may not contain inappropriate or dangerous items. Such items include, but are not limited to, food, medications, alcohol, personal/hygiene products, pornography, weapons of any type, etc. Logbooks are required in all Geocaches in Hampton Parks.
- C. All Caches / letterbox are subject to random inspections by park staff. Parks staff has the authority to immediately remove any item held in a cache / letterbox deemed unacceptable. **Parks Staff also has the right to remove a cache / letterbox for any reason.**
- D. Caches / letterbox can not be locked they must be accessible at anytime.
- E. Cache / letterbox must have information posted on the outside of the container identifying it as a cache / letterbox and must also have the owners information posted on it.

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**III. CACHE / LETTERBOX LOCATIONS:**

- A. Physical caches / letterboxes are prohibited in any facility or structure located in a city park.
- B. The location of a cache / letterbox must be pre-approved by the Hampton Parks, Recreation and Leisure Services staff.
- C. Caches/ letterboxes may not be placed in dangerous, inappropriate areas habitats, underground, underwater, or in trees.
- D. Metal detectors may not be used in cache / letterbox searches.
- E. All caches located in Sandy Bottom will be required to have posted a warning to stay on the trail due to Canebrake Rattlesnakes.

**IV. COMPLIANCE:**

- A. Failure to comply with park guidelines will result in the revocation of effective geocaching/ letterboxing permits. Continued failure to comply with these guidelines will prevent the issuances of any further geocaching / letterboxing permits to the non-compliant group or individual.
- B. If geocaching / letterboxing activities as a whole are found to have a negative impact on the park resources, or if safety becomes an issue in geocaching / letterboxing searches, then the park director may ban geocaching / letterboxing from certain areas or from entire park.